



OFFICE OF ADMINISTRATIVE HEARINGS

State of California

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Department of General Services

Abbreviation List and Correct OAH Document Titles

Please note this list may not include all document titles. The purpose of this list is for guidance as to correctly naming documents. Some document titles below may have specific instructions, please refer to the Office of Administrative Hearings General Jurisdiction Division Electronic Filing and Naming Guidelines.

Abbreviation List

CONT.	Continuance
DPHR	Due Process Hearing Request
FHR	Fair Hearing Request
NOD	Notice of Defense
NOH	Notice of Hearing
NOR	Notification of Resolution
PHC	Prehearing Conference
RTS	Request to Set
SC	Settlement Conference
TSC	Trial Setting Conference

Correct OAH Document Titles: If document title is abbreviated see above abbreviation list. Abbreviations are acceptable in place of long document title names but are not required. As long as the document titles are from the list of abbreviations provided within the guideline or correct document titles, they are acceptable. (for example: NOH vs. Notice of Hearing = both are acceptable)

Accusation
Additional Evidence
Authorized Representative Letter
Challenge for Cause
Citation
Closing Brief
Decision and Order
Decision/Proposed Decision
Declaration of/for
DPHR
Exhibit List

Abbreviation List and Correct OAH Document Titles

FHR
Hearing Brief
Joint Motion for Cont.
Mediation Conference Request
Motion for Change of Venue
Motion for Cont.
Motion for Telephonic Appearance
Motion to Consolidate
Motion to Dismiss
NOD
NOH
NOR
Notice of Additional Hearing Dates
Notice of Representation
Off Calendar Request
Opposition/Non-Opposition to Motion (Name of Motion)
Order on Remand
Peremptory Challenge (CONFIDENTIAL)
PHC Statement
Proof of Conservatorship
Reply to (the document the reply is for)
Report and Recommendations
Request for Administrative Records
Request for Corrected Decision
Request for Hearing
Request for Security (CONFIDENTIAL)
Request for Subpoenas
Request for TSC
Request for Withdrawal
RTS (if supporting pleadings are not included)
RTS and Pleadings (if supporting pleadings are included)
SC Statement (CONFIDENTIAL)
Settlement Agreement (CONFIDENTIAL)
Signed Waiver of Time
Statement of Issues
Subpoena Documents
Substitution of Counsel
Waiver of Time
Withdrawal of Counsel